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Adobe Sign**

As of March 2020, financial aid applicants may receive a notification email from the Solano Community College Financial Aid Office regarding additional documents that need to be submitted. Using the MySolano student portal, applicants will select the Financial Aid Requirements link and automatically be routed to their external ProVerifier+ Student Dashboard, where they will electronically complete and sign the requested forms.


If an additional signer is required, applicants will have the option to provide his/her email address where Adobe Sign can send a secure link requesting their signature on the financial aid form.

Our partnership with ProVerifier+ and Adobe Sign will provide applicants with an easier method of completing their financial aid documents and speed up processing times. Accessible from anywhere, Adobe Sign replaces manual, paper-based processing methods resulting in accelerated transactions that increase the speed of receiving results, improve visibility and control, and streamline the Financial Aid application process for Solano Community College students.

We hope this partnership will make the financial aid process easier and faster to complete!

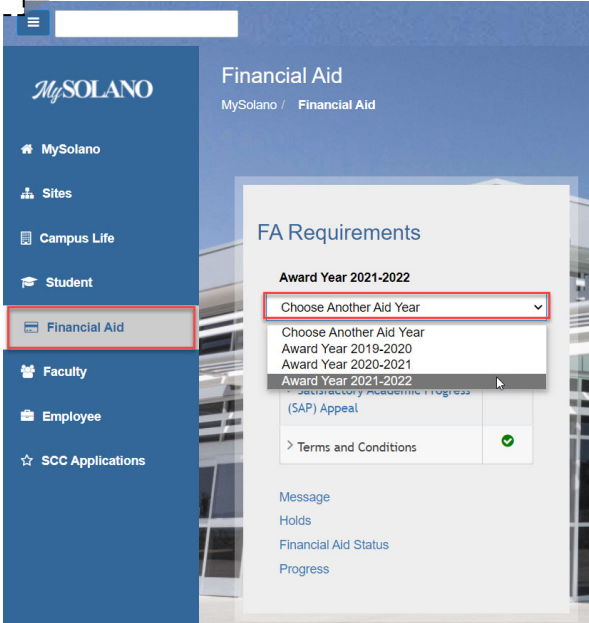
Step 1: Log into your MySolano student portal. Scroll to the **Financial Aid** section and select the current Aid Year (Example: 2021-2022). Select the **“ProEd Verifier+”** link to be automatically directed to your online ProVerifier+ Student Dashboard.

#1



The login page for MySolano Community College. It features the college's logo on the left and a sign-in section on the right. The sign-in section includes a title 'Sign in to access MySOLANO' with subtext 'AcademicWorks', 'DegreeWorks', and 'Email'. Below this is a 'Sign in to your account' section with input fields for 'User Name' and 'Password', and a 'Sign In' button. At the bottom, there is a link for 'Find User Name/Reset Password' and a 'What's Inside' button.

#2



The Financial Aid section of the MySolano portal. A sidebar on the left contains navigation links: MySolano, Sites, Campus Life, Student, Financial Aid (highlighted with a red box), Faculty, Employee, and SCC Applications. The main content area is titled 'Financial Aid' and 'MySolano / Financial Aid'. It features a 'FA Requirements' modal window. Within this modal, the 'Award Year 2021-2022' dropdown menu is open, showing options for 'Choose Another Aid Year', 'Award Year 2019-2020', 'Award Year 2020-2021', and 'Award Year 2021-2022' (which is highlighted with a red box). Below the dropdown, there are links for 'Satisfactory Academic Progress (SAP) Appeal' and 'Terms and Conditions' (which has a green checkmark icon).

#3

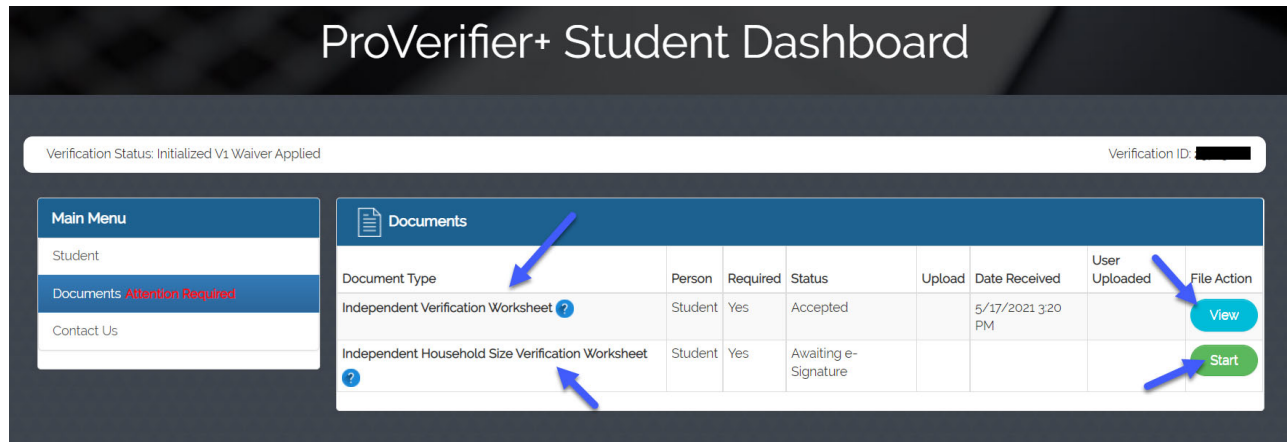


The 'FA Requirements' page. It shows the 'Award Year 2021-2022' and a dropdown menu to 'Choose Another Aid Year'. Below this is a table with requirements and their status.

| Requirements | Status |
|---|--------|
| > ProEd Verifier+ | ❌ |
| > Satisfactory Academic Progress (SAP) Appeal | ❌ |
| > Terms and Conditions | ✅ |

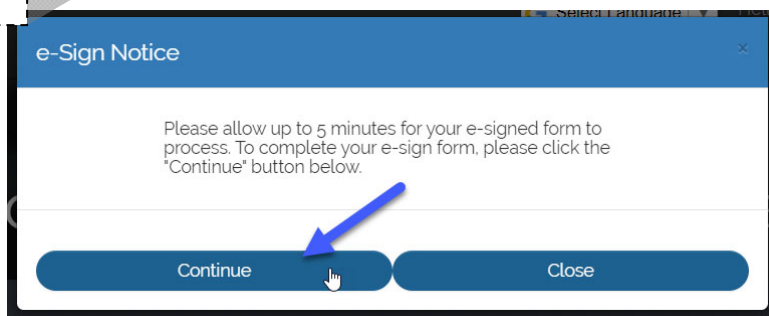
Below the table, there are links for 'Message', 'Holds', 'Financial Aid Status', and 'Progress'.

Step 2: From the ProVerifier+ Student Dashboard, you can view when an Adobe Sign document has been signed and linked with your student account. From the **File Action** column, select **START** to complete and sign requested forms. You can also select the **View** icon to review forms already completed.



Step 3: After clicking the, **START** link from your ProVerifier+ Student Portal, an e-sign notice will pop to inform you that it takes about 5 minutes for your form to process. Please click "**continue**" to complete your e-sign form. You will then be prompted to confirm your first name, last name, and email address before continuing with the Adobe Sign form. Please confirm first name, last name, email address and click "**Continue Signing**". Dependent Students will also be prompted to provide information for at least one parent.

#1



#2


The screenshot shows a form for confirming personal information. It has three input fields: "FirstName" (with placeholder "First Name"), "LastName" (with placeholder "Last Name"), and "Email". Below the "Email" field, there is a red error message: "This field is required." At the bottom, there is a large blue button labeled "Continue Signing". A blue arrow points to the "Continue Signing" button.

Step 4: Agree to sign electronically. By clicking “Continue”, you are acknowledging that you read and agreed to the Adobe Terms of Use. **IMPORTANT:** To view and sign the documents, you must agree to conduct business electronically.

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

Continue

Step 5: Start the signing process. Select the **START** button to the left to begin the signing process. Fields highlighted are required fields. You are taken to the first required field.


SOLANO
COMMUNITY COLLEGE

Financial Aid Office

Note: Students who are ineligible due to poor academic progress (SAP) Appeal if their performance improves. Students with student's illness or medical issues, family death or emergency).

Start

*

Last Name

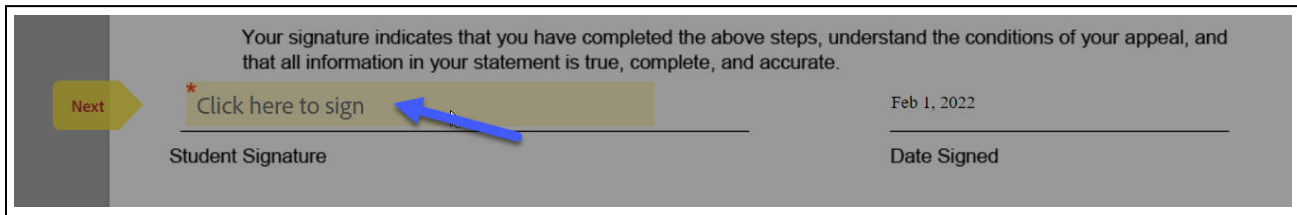
You can navigate to each required field by selecting the **NEXT** button, using the **Tab** button on your keyboard to advance to the next field, or by selecting a field using your **mouse**.

student's illness or medical issues, family death or emergency).

Next

| | | |
|----------------------|--------------------------|--|
| Student Last Name | First Name First Name | Student ID * <input type="text"/> SCC ID# |
|----------------------|--------------------------|--|

Select the “Click here to sign” section.



Next

Your signature indicates that you have completed the above steps, understand the conditions of your appeal, and that all information in your statement is true, complete, and accurate.

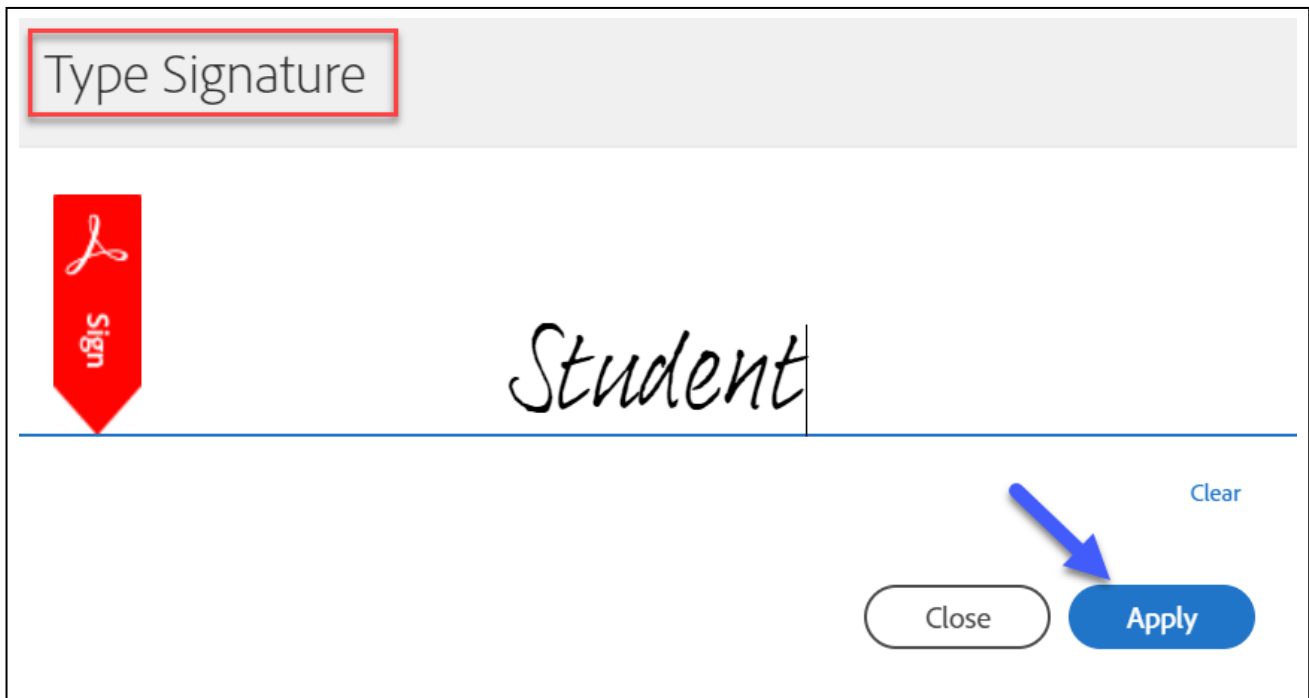
* Click here to sign

Feb 1, 2022

Student Signature

Date Signed

You are asked to “Type Signature”. A personal signature will be generated using the information you provided. Select the **Apply** button. Your adopted signature displays on the appropriate signature line.



Type Signature

Sign

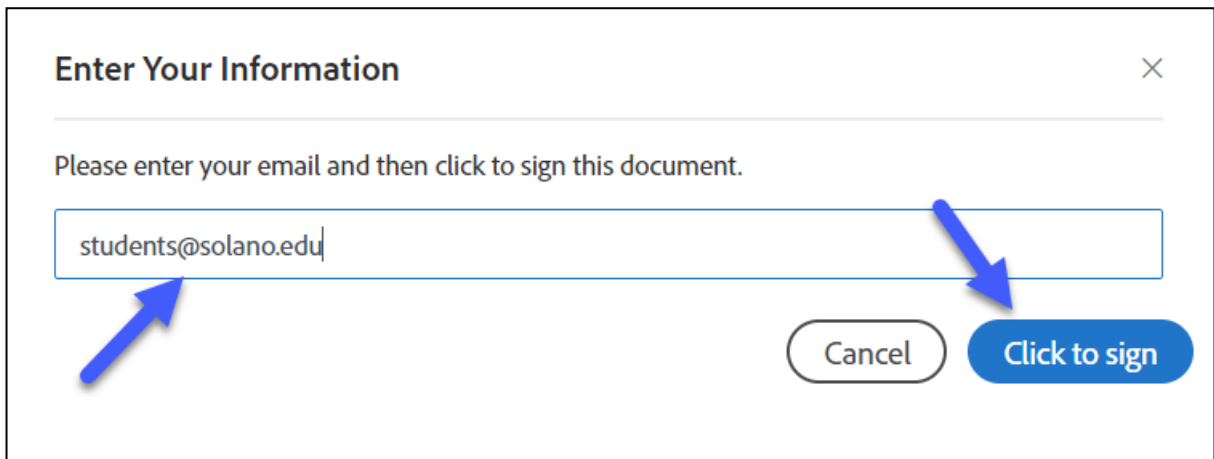
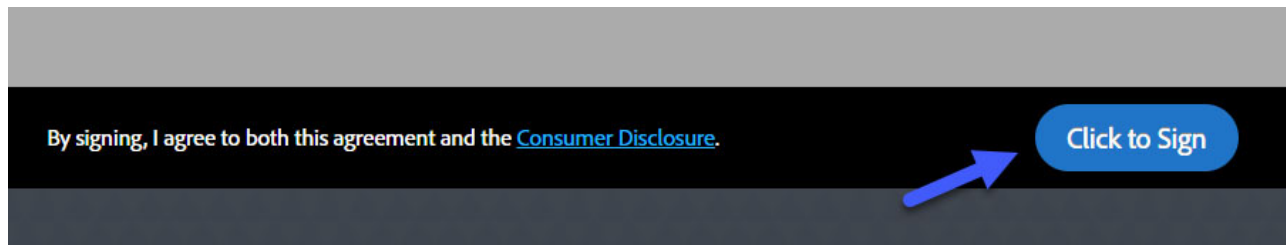
Student

Clear

Close

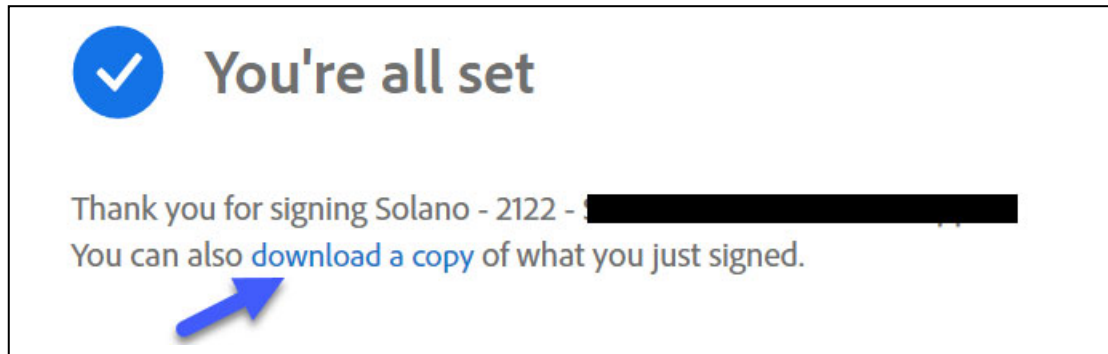
Apply

Select the **Click to Sign** button to agree to both this agreement and the Consumer Disclosure. Type in your email and select “**Click to Sign**”.



A white dialog box titled "Enter Your Information" with a close button (X) in the top right corner. Below the title, it says "Please enter your email and then click to sign this document." There is a text input field containing "students@solano.edu". A blue arrow points to the input field from the bottom left. To the right of the input field are two buttons: a white "Cancel" button and a blue "Click to sign" button. A blue arrow points to the "Click to sign" button from the top right.

You can select the **download a copy** of what you just signed for your records.




If another Signers signature is needed on the form, you will need to confirm the first name, last name, and email address of Participant 2. The additional Signer will receive an email notification notifying them the form is ready for their signature. Additional Signers will receive an email notification that the form is ready for their signature. By selecting **Review and Sign**, additional Signers can add their signature to the form.

#1


A form titled "Assign the next participants" with a close button (X) in the top right corner. The form contains the following elements:

- Instruction: "To complete the form please enter the information for the next participant. They will receive an email to complete this form."
- Section header: "* Participant 2" with a blue upward arrow icon to its right.
- Label: "Parent" below the section header.
- Form fields:
 - "First name" label above a text input field containing "Enter first name". A red border and a red warning triangle icon are present on this field. A blue arrow points to this field.
 - "Last name" label above a text input field containing "Enter last name".
 - "Email address" label above a text input field containing "Enter email address".
- Link: "+ Add Message" below the first name field.
- Buttons: "Cancel" and "Next" buttons at the bottom right. A blue arrow points to the "Next" button.

#2



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Solano Community College requests your signature on the following form:

Solano - 2122 - [REDACTED]
Student


Click the link below to sign.


[Review and sign](#)

The student will receive an email notification that all Signers have signed the form and the signing process is completed. Select **Open Agreement** to review the completed form and/or to download a copy for your records.



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Thank you for signing the following document:

Solano - 2122 - [REDACTED] - Dependent Student

To view a copy of your completed form, click the link below.

[Open agreement](#)